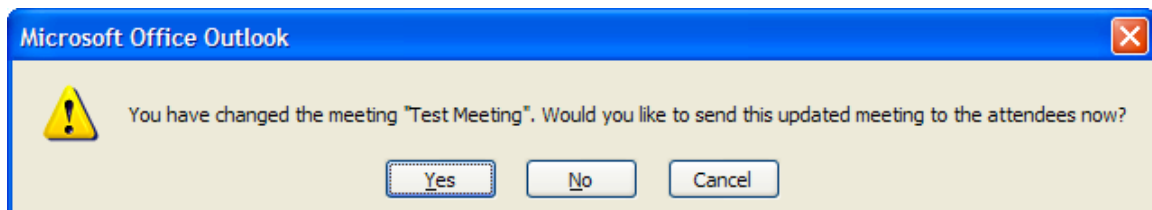


Outlook Calendaring “Idiosyncrasies”

- **Changing a meeting and notifying attendees:**

When you change the location of a meeting or change the time/date of a meeting you will want to notify the attendees – right? Well be careful, when you finish changing the meeting and click Save & Close, *Outlook* will ask if you want to notify the attendees by displaying the following dialog box. In order to notify the attendees of your changes to the meeting you must reply **Yes** to the dialog box. Replying No will result in the attendees not being notified and your calendars will now be out of sync – your calendar will reflect the changes but the other attendees’ calendars will not. You will be prompted with this message each time you make a change and click Save & Close – a yes response will send the latest (current) location and date/time to the attendees and put the calendars back in sync.



- **Canceling a meeting:**

When you cancel a meeting you will want to notify the attendees and release any *Resources* that have been scheduled for the meeting – right? Well be careful, when you finish canceling the meeting and click Send, *Outlook* will ask if you would like to notify the attendees that the meeting has been cancelled. In order to notify the attendees that you have cancelled the meeting you must reply **“Send cancellation and delete meeting.”** to the dialog box. Replying **Delete without sending a cancellation.”** will result in the attendees not being notified and your calendars will now be out of sync – your calendar will not reflect the meeting but the other attendees’ will (since you didn’t send a cancellation notice). The result is that the other attendees and Resource Calendars now have an “orphaned” meeting which they have to individually cancel since the cancelled meeting is no longer on your calendar for you to delete.

